

RECORDS SERIES PROFILE
RECORDS RETENTION SCHEDULE
APPLICATION #900131-05

SCHEDULE #: 90-122

EFFECTIVE DATE: 10/15/90

Agency Code: 460
Agency: State Merit System of
Personnel Administration
Creating
Office: Eligibility Unit, State Health Benefit Plan
Series
Title/Dates: "Social Security Number Verification," 1981 and
continuing
Access: Open
Class: Individual
Related To: Verification of social security numbers
Arrangement: Alphabetical by member name, thereunder by
calendar year
Retention
Requirement: Administrative: one (1) year
Media: Paper
Disposition
Instructions: Cut off at end of calendar year,
Hold in current files area one (1) year, then
Destroy.

This records retention plan gives the State Records Committee
approved retention instructions for the named records series by
the named creating office.

Edward Weldon
Edward Weldon
Secretary of State Designee

10-19-90

Date